

Administrative Office of the Courts

General Personnel Policy

PHYSICAL FITNESS ACTIVITY DURING WORK HOURS

PURPOSE

The purpose of this policy is to establish guidelines by which employees may engage in personal physical fitness activities during work hours.

POLICY

It is the policy of the Administrative Office of the Courts to allow each employee to request up to three (3), one-half hour periods of work time, per week, to participate in physical fitness activities. The Administrative Office of the Courts recognizes the benefits of physical fitness in creating and maintaining a productive, healthy and harmonious work environment and encourages each employee to take advantage of this policy in order to enhance his or her physical fitness.

APPLICABILITY

This policy applies to all employees of the Administrative Office of the Courts.

DEFINITION

Physical fitness activities means, but is not limited to, aerobic activities such as brisk walking, jogging, swimming, bicycling and aerobic exercise; flexibility and/or muscular strength activities such as calisthenic exercises, yoga, water exercise and stretch and tone; and recreational sports such as tennis, volleyball, softball and racquetball.

The term physical fitness activities does not include other health related activities which would normally require the use of sick or other types of leave.

PROVISIONS

- A. Employees may request up to three (3), one-half hour periods of work time, per week, for the purpose of engaging in physical fitness activities.

Inquiries: Administrative Office of the Courts, Human Resources Division, 827-4937 or 827-4810

Distribution: All employees of the Administrative Office of the Courts

Retain Until Superseded

- B. Employees shall request time under this policy by completing a physical fitness contract and submitting the contract to his or her supervisor for approval.
- C. Supervisor's shall evaluate and approve/disapprove employee contracts ensuring that workload requirements are met first.
- D. A supervisor may deny or suspend a physical fitness contract when, in his or her discretion, the workload is anticipated to be particularly high, when approval will cause a scheduling hardship, when an employee's performance is or becomes less than satisfactory, if the provisions of this policy are abused, or if approval of such request would not be in the best interest of the Administrative Office of the Courts.
- E. An employee shall not be permitted more than three (3) physical fitness periods in a work week, nor more than one-half hour in a day, under this policy.
- F. It is anticipated that most physical activities will be scheduled around the lunch period, however, such a schedule is not mandatory. At no time, however, shall the time allotted for physical fitness activities be used for the sole or primary purpose of traveling to or from the work place in order to participate in the activity.
- G. Employees shall not take breaks on the days that physical fitness activity occurs.
- H. A physical fitness contract shall apply for a 90-day period, beginning on the date it is approved by the employee's supervisor. A contract may be modified during this period provided the provisions of this policy are met and the employee's supervisor agrees to the modification. It is the employee's responsibility to initiate a new physical fitness contract when the previous contract expires.
- I. Approved contracts shall reside in the employee's personnel file while they are in effect.
- J. At no time shall the existence of an approved physical fitness contract supersede the needs of the Administrative Office of the Courts or the assignments and responsibilities of the employee's position; an employee's job responsibilities always come first.
- K. An employee may elect to forego a scheduled period of physical fitness activity; however, missed fitness periods may not be accumulated and taken during subsequent weeks. A missed fitness period may be made up at another time during the same week provided prior approval of the employee's supervisor is obtained.
- L. Employees shall not use physical fitness periods for other personal matters.
- M. The employee is responsible for notifying his or her supervisor should he or she cease to engage on a regular basis in the physical fitness activities at the times, days and location specified in the physical fitness contract.

- N. This policy may be rescinded or revised at the discretion of the Director of the Administrative Office of the Courts.

Effective Date: 7-17-95

Deborah Kanter, Director
Administrative Office of the Courts

7-13-95

Dev. 7/95

**Administrative Office of the Courts
Employee Physical Fitness Contract**

This contract is an agreement between _____ (Employee) and the Administrative Office of the Courts (AOC) to allow me to engage in physical fitness activities during work time in accordance with the AOC policy on Physical Fitness Activity During Work Hours.

I agree to abide by the following schedule of activity for the 90-day period beginning on _____ and ending on _____. I understand that fitness periods may not be accumulated and may not be used for any purpose other than for physical fitness activities.

PHYSICAL FITNESS SCHEDULE

Day	Time	Activity	Location

Should this schedule be altered, modified or should I cease the activities indicated above, I agree to notify my supervisor. Further, I agree to abide by all provisions of the AOC policy on Physical Fitness Activity During Work Hours and I am aware that I am responsible for complying with the terms of this agreement.

Employee's Signature

Date

Supervisor's Signature

Date

☐ Approved ☐ Disapproved

Supervisor Comments: _____

Distribution: Original to Personnel File; Copy to Supervisor; Copy to Employee _____